**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors Board Meeting**

**August 17, 2010**

1. **Call to Order**

The meeting was called to order at 10:10 AM. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

1. **Approval of Previous Minutes**

The minutes of the May 11, 2010 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The applications of Megan Crisler, Ava Gerald, and Robert M. Whatley were approved for Provisional Licensure.
3. Provisionals: Licensure was approved for Marcy Carney and Mary Jane Soprano.
4. **CEU Reviews**
5. Jeffery D. Darby: Two hours of credit were approved.
6. Joe H. Walker: A letter of clarification will be sent to JoeWalker regarding his request.
7. Paul McCann: A letter of clarification will be sent to Paul McCann requesting documentation.
8. Joseph Vigil: Thirty hours of credit were approved.
9. Dene’ Mathies: Five and one-half hours of credit were approved.
10. **New Business**
11. Jacqueline Mims: Board members will review the draft of an initial response.
12. Supervisor Training Workshop: The Board discussed the proposed date, location, and anticipated costs for this training event.
13. Heather Watson’s Contract Review: The renewal of Heather’s contract was approved by the Board. The matter of Heather’s salary was discussed. Following further research regarding this matter, the Board will reconsider this matter at its next meeting.
14. **Old Business**
15. Signing of Additional Checks: Billy Naquin and Tom Bott signed twelve (12) additional checks.
16. It was reported that an e-mail was sent to all LRC’s on May 13, 2010 regarding the need for a Supervisory Training Workshop, and that 8-10 persons expressed an interest in such training.
17. It was reported that LRC renewal applications were mailed to all LRC’s on June 1, 2010.
18. Scott Smith led a discussion soliciting the Board’s preferred process for the handling of miscellaneous requests that have come (and that will likely continue to come) to his attention between Board meetings.
19. Reports Completed:

\*Louisiana State Documents Depository Program State Agency/Institution Semiannual Report on Publications

\*4th Quarter Office of Risk Management/Risk Exposure Reporting Form

\*4th Quarter Legal Cost Quarterly Report

\*4th Quarter Accounts Receivable Report

\*2010 CARF Litigation/Agency Summary Form (completed by S. Glusman)

1. **Next Board Meeting**

The next meeting of the Board will be held on December 14, 2010, beginning at 10:00 AM.

1. **Adjournment**

A motion to adjourn was made (Billy Naquin) and seconded (Tom Bott). The motion was approved. The meeting adjourned at 12:05 PM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 12:05 PM. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

1. **New Business**
2. Tom Bott facilitated a discussion among Committee members regarding an inquiry he received from an LRC.
3. **Adjournment**
4. There being no further business, a motion to adjourn was made (Scott Smith) and seconded

(Billy Naquin). The motion carried, and the Ethics Committee adjourned at 12:30 PM.

Respectfully submitted,

Jan C. Case

Secretary